

**Work Plan No.: B.12-01 - Systemwide HVAC Upgrades – Extension**

**Scope:**

**2.0 SCOPE OF WORK**

Specific tasks for the Resident Engineer (RE) will include the following:

- a. Serves as the District Representative and administer and monitor the Contract until final project closeout is complete.
- b. Serves as the Subject Matter Expert and routinely interacts with outside agencies and internal departments including the Office of the General Counsel, the Procurement Department, the Office of Civil Rights, and the Office of External Affairs.
- c. Expected to provide field confirmation, be responsible and in charge and conduct general field visits during the life of the contract. Frequency of these visits will be based on a case by case basis or as determined by the District.
- d. Directly responsible for overall construction project management including construction permitting, utilities, traffic, planning, organizing, and monitoring of construction work activities and resources necessary to complete Project within budget, scope, schedule, and quality requirements.
- e. Provides contract coordination between other contracts working within the same BART Operating System.
- f. Reviews and responds to Contractor's submittals, Requests for Information (RFIs), letters, and maintains project files with the utilization of WongCMS or other District approved software.
- g. Reviews Contractor submittals for adequacy and accuracy in accordance with the Contract Documents.
- h. Strictly follows CM's QA Checklist and monitors the Project progress.
- i. Prepares written documents (i.e. correspondence, proposals, reports, and performance evaluations as requested by BART).
- j. Schedules and conducts weekly progress meetings and prepares meeting summaries.
- k. Manages and provides technical support to field issues.
- l. Initiates and evaluates design and field engineering changes during construction.
- m. Evaluates Contractor's suggestions for minor changes to contract requirements.
- n. Reviews Notice of Potential Claims (NOPCs), provides recommendations, and resolve disputes with the Contractor, through the Change Notice/Change Order process, if necessary.

- o. Processes and reviews Change Notices and Change Orders by preparing engineering designs, specifications, costs, independent quantity estimates, and tracking contingency balances associated with necessary changes to the Contract Documents.
- p. Negotiates protested Change Notices with Contractor for further processing of Change Order
- q. Implements and confirms that District approved Quality Assurance Program is successfully executed.
- r. Inspects and reviews Project to monitor compliance with the Contract Documents including building and safety codes, Stormwater Pollution Prevention Plan (SWPPP) requirements, environmental documents, and other regulations as required by BART.
- s. Reviews material testing data.
- t. Makes field measurements of completed items of work.
- u. Inspects construction at substantial and final completion states.
- v. Tracks construction progress, activities, and use of approved materials and equipment for confirmation of Contractor's Payment Applications.
- w. Reviews and processes monthly progress payments.
- x. Reviews Contractor's progress schedules and documents construction progress through daily reports, project reporting, and project scheduling.
- y. Manages, prepares, and approves daily supervision and inspection reports.
- z. Coordinates M&E's receipt of as-builts and O&M Manuals three (3) months prior to Final acceptance of work.
- aa. Coordinates with Contractor's personnel to obtain the appropriate BART ID, security badges, and RWP 40-hour training, if required.
- bb. Coordinates Contractor's access to site with the appropriate stakeholders.
- cc. Other tasks as directed by BART.
- dd. Provides analysis of Contractor claims and coordinate claim resolution meetings with Contractor, Contract Management, and BART Legal.
- ee. Reviews Contractor schedules.
- ff. Tracks allocation requests.
- gg. Provides support to field inspections.
- hh. Performs the duties and responsibilities of a BART EIC, if requested.

Specific duties and responsibilities for the Office Engineer include the following:

- a. Provides procedural, administrative support to Resident Engineer and Project Staff.
- b. Reserves/schedules conference rooms and attends weekly progress status meetings with the Contractor.
- c. Supports preparation of progress meeting agendas and minutes.
- d. Receives documents from the Contractor and processes incoming/outgoing correspondences, transmittals, submittals, RFIs, and changes.
- e. Keeps Submittal and RFI Logs updated.
- f. Routes documents for approval and signatures (RFIs, changes, submittals).
- g. Tracks status of documents (submittals, RFIs, changes) for timely response and keeps Resident Engineer informed of status.
- h. Uploads the signed Inspector Daily Reports (IDRs) in the WongCMS database or another approved District software.

- i. Assists Inspectors with files and database system information, when needed.
- j. Assists Project Manager and Resident Engineer with Change Notices and Change Orders.
- k. Assists in the review of Contractor's cost proposals and processing of invoices.
- l. Evaluates, processes, and routes Contractor's monthly invoices for approval.
- m. Reviews and submits Pay Apps.
- n. Tracks Contractor's invoices for timely payment.
- o. Updates WongCMS (correspondence, transmittals, RFI Log, Submittal Log).
- p. Maintains records of paper files and hardcopies of contract documents.
- q. Processes requests for Contractor's badges and clearances and assists with on-boarding of new staff.
- r. Other tasks as directed by the Program Manager/Resident Engineer and/or BART.
- s. Tracks RFIs, responses, and metrics.
- t. Tracks Project submittals, responses, and if necessary, review of submittals.
- u. Processes or assists in the making and processing of Track Allocation Requests and attends corresponding meetings.
- v. Manages and monitors Document Control and provides editorial support.
- w. Performs the duties and responsibilities of a BART EIC, if requested.

Specific duties and responsibilities for the Inspector include the following:

- a. Provides field engineering services overseeing on-going construction as directed by the Resident Engineer.
- b. Keeps and maintains daily reports documenting observations, labor, equipment, and issues encountered in the Contractor's performance of the work.
- c. Reviews approved contract submittals, contract specifications, contract drawings, and documents construction of approved materials and equipment per contract specifications and drawings;
- d. Takes and catalogues photographs of work in progress or problems encountered on the construction site.
- e. Collects and maintains Force Account Records for additional work when directed by the Resident Engineer.
- f. Periodically examines Contractor QC and QA records to confirm Contractor records are complete and current.
- g. Assists in the documentation of Change Notices/Change Orders, including justifications and estimates.
- h. Assists in the review of Claims and Potential Claims, when requested by BART.
- i. Other tasks as directed by the Resident Engineer and/or BART.
- j. Performs QA/QC confirmation of Materials/Specifications/Drawings.
- k. Performs confirmation of quantities for monthly payment.
- l. Maintains records and resolutions of Non-Conformance Reports, when applicable.
- m. Serves and discharges the duties of a District's Representative, if required and prepares associated reports.
- n. Performs the duties and responsibilities of a BART EIC, if requested.

Specific duties and responsibilities for the Scheduler include the following:

- a. Provides scheduling assistance to the Resident Engineer through final Project closeout.
- b. Develops project schedules for BART.
- c. Attends project progress and/or claim resolution meeting if requested by the Resident Engineer.
- d. Reviews and approves Contractor's construction schedules.
- e. Prepares schedule and claims estimate due to Contractor or field issues.
- f. Prepares time impact evaluations and assists the Resident Engineer to resolve claims.
- g. Performs other work as assigned by the Resident Engineer and/or BART.

**Prime: PGH Wong Engineering, Inc.**

<b>Subconsultant</b>	<b>Amount</b>	<b>DBE (Y/N)</b>	<b>SBE (Y/N)</b>
Cornerstone	\$71,103	Y	Y

**Work Plan Value: \$296,677**